## ALBANY UNIFIED SCHOOL DISTRICT
## 1997/98 BUDGET DEVELOPMENT CALENDAR

| ACTION | RESPONSIBILITY | DATE |
|---|---|---|
| Adopt Budget Calendar | Board of Education | Jan 14 |
| Budget Study Session | Superintendent/Business Manager | Jan 21 |
| Review District/Board Goals | Board of Education | Jan 28 |
| Budget Forms Distributed | Business Office | Feb 7 |
| Enrollment Projections | Principals/Superintendent/Business Mgr. | Feb 11 |
| Budget Forms Returned | Principals/Directors | Feb 13 |
| Staffing Projections | Principals | Feb 25 |
| Budget Development Discussions with ATA, CSEA, Local 790 and all other Employee Groups | Business Manager/Dir. of Curriculum | Apr 10 |
| Budget Study Session | Board of Education | Apr 15 |
| Preliminary Budget Developed | Business Office | Apr 29 |
| Preliminary Budget Review | Administrative Cabinet | May 5 |
| Preliminary Budget Presented to Board of Education | Superintendent/Business Manager | May 13 |
| Final Budget Developed and Reviewed | Superintendent/Business Manager | Jun 10 |
| Final Budget Available for Public Review | Business Office | Jun 11 |
| Public Hearing-1997/98 Final Budget | Board of Education | Jun 24 |
| Adoption of 1997/98 Final Budget | Board of Education | Jun 24 |
| 1997/98 Final Budget Filed with County Office | Superintendent/Business Manager | Jun 30 |
| Final Budget Updated as per Governor's Budget and Year-End Financial Reports | Business Office | 45 days after Budget Approval |
| Updated Final Budget Available for Public Inspection | Business Office | 45 days after Budget Approval |

Board Approved:     January 14, 1997

# VII. SAN FRANCISCO UNIFIED SCHOOL DISTRICT
## BUDGET DEVELOPMENT CALENDAR
## FISCAL YEAR 1997-98

### January

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   |   | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |   |

**January 1997**
Governor's Recommended State Budget for new fiscal year is released. (1/9)
Enrollment Projections per site are identified. (1/20)

### February

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   |   |   |   |   | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 |   |

**February 1997**
Negotiations regarding staff allocation begin. (2/1)
Meeting of the Board of Education as a Committee of the Whole. (2/4)

### March

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   |   |   |   |   | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |   |   |   |   |   |

**March 1997**
Teacher staffing allocation ratios are identified. (3/1)
Executive Budget Committee Meetings of the Board of Education Meetings. (3/5, 3/13)
Federal and State Categorical and Consent Decree Program allocations are provided to sites. (3/28)

### April

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |   |   |   |

**April 1997**
Staff allocations are provided to sites. (4/1)
Executive Budget Committee meet to review budget status. (4/2, 4/23)
Sites submit their Federal and State Categorical and Consent Decree program budgets. (4/30)

### May

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   |   |   | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

**May 1997**
Executive Budget Committee meets to review budget status. (5/7, 5/21)
Governor's revise of the State budget is released. (5/15)
Certified vacancies posted for voluntary transfers and consolidated staff. (5/23)

### June

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |   |   |   |   |   |

**June 1997**
Superintendent's 1997-98 Recommended Budget is presented to the Board of Education. (6/13)
Public Hearing on Recommended Budget. (6/17)
Adoption of the proposed budget and its revisions by the Board of Education. (6/24)
Adoption of the final budget by the state.

### July

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |   |   |

**July - August 1997**
Budget Modifications to reflect adopted State Budget Act.
The District shall make available for public review any modifications in funding to the State Budget Act, within 45 days of State Adoption.

### August

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   |   |   |   | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |   |   |   |   |   |   |